



Haslett Public Schools Facility Use Application

Haslett Community Education
1590 Franklin Street
Haslett, Michigan 48840
(517) 339-2665

* Please type or print neatly *

**Haslett Public Schools
maintains a tobacco and
alcohol free environment
throughout all district
buildings and grounds.**

For office use only:
Permit Number: _____
Date Received: _____
Room Fee: Custodial Fee:

Name of Organization _____ Number in Group: _____

Nature of Activity: _____ Percentage of Haslett Residents: _____

Preferred School: _____ Room / Area: _____

Day / Dates Requested _____ Admission Charge? _____

Starting Time (including set-up) _____ Ending Time (including clean-up): _____

Equipment needs: Chairs Tables Podium Other: _____

Kitchen Facilities / Staff (food service personnel is required for kitchen use, at an additional hourly rate)

Special Request / Instructions: _____

Applicant Contact Information

Home Phone: _____

Name: _____ Cell Phone: _____

Contact Address: _____
Street City State Zip Code

Contact e-mail address: _____

The undersigned is an adult who will be present at the time of facility use and will be the responsible party. The undersigned is a duly authorized representative of the sponsoring organization of this activity and binds the organization to make full payment of any charges incurred as outlined in the Haslett Public Schools Facility Use Policy. Payments will be made in full to the Community Education Office of Haslett Public Schools within two (2) weeks of billing. The undersigned has reviewed and agrees to comply with the terms and conditions outlined in the Haslett Public Schools Facility Use Policy, including but not limited to the following:

- ✿ Use of Performing Arts Center (PAC), kitchen facilities, technology, additional furniture, and equipment must be arranged for in advance. Arrangements must be made with the Facilities Coordinator for use of any special or extra equipment. Extra compensation paid to employees for moving, operating, or supervising special equipment will be charged to the using group. User group will be charged according to the personnel rate section, which can be found on page 5 of the Facility Use Policy.
- ✿ Due to a pre-existing contract, only Coke TM products may be served/sold on school grounds.
- ✿ Food service personnel shall be required when facility users request use of kitchen facilities and/or equipment. Use of food and beverage are limited to approved areas.
- ✿ Users of school facilities are required to bring a copy of their approved facility use agreement at the time of the building usage to serve a verification of reservation.

Signature of Applicant: _____ Date: _____

Approval: _____
Haslett Community Education Building Principal

Athletic Director, if applicable Food Service Director, if applicable

For office use only:

White - Community Education **Canary** - Building Principal **Pink** - Applicant **Goldenrod** - Custodian